



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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**#T2781 LEAD SAFE NEIGHBORHOODS INSPECTOR
(ASBESTOS AND LEAD PROGRAM INSPECTOR)
MONTHLY SALARY: \$4606 to \$5583**

APPLICATION FILING PERIOD: FIRST DATE: November 16, 2007

LAST DATE: Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classifications specified above. **PROMPT APPLICATION IS ENCOURAGED.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with a five day notice.**

THE POSITION: Employees assigned to work in the Lead Safe Neighborhoods Program perform enforcement of lead hazards regulations in housing and construction; perform lead sampling inspections, risk assessments and provide associated reports; perform a variety of outreach activities related to lead hazard awareness and prevention of lead poisoning; use computer and related software for report writing, electronic communication and GIS software to generate outreach geographic priority areas; assist in the preparation and management of grants; and assist in the development and teaching of various lead hazards training programs. Employees assigned to work in the Asbestos and Lead Management Program inspect facilities to identify asbestos and lead containing materials; develop facility asbestos and lead management plans; determine need for contractual work; develop contract specifications; monitor and inspect contractors' work to ensure compliance with EPA and OSHA regulations and contract specifications; conduct City-wide training regarding asbestos and lead hazards; and maintain and update a computer database of asbestos and lead facility information. **NOTE:** Employees may be required to work at heights up to 130 feet and in confined spaces. Employees must also pass an Asbestos and Lead Medical Examination prior to employment; and pass an annual medical examination in order to retain employment.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

1. Possession of a valid, current **Lead Certified Inspector/Assessor** certification from the California Department of Public Health (CDPH). **-OR-**
2. Three years of full-time experience performing **one** of the following: (1) conducting asbestos and/or lead inspections and assessing environmental hazards; or (2) designing asbestos and/or lead abatement projects which must include: preparing reports and recommendations for mitigation measures and developing specifications for asbestos and/or lead abatement work.

-AND-

CERTIFICATION/COURSEWORK:

Within six months of hire, employees must obtain **Lead Certified Inspector/Assessor** and **Lead Project Monitor** certifications from the CDPH and successfully complete **all** of the following Asbestos Hazards Emergency Response Act (AHERA) accredited courses: (1) Asbestos Inspector; (2) Asbestos Management Planning; (3) Asbestos Supervisor.

NOTES:

1. An **Associate Degree** in Occupational Safety and Health or a closely related degree in an environmental science field may be substituted for **one year** of experience as described above. **(Proof of graduation showing degree awarded must be submitted to the Personnel Department.)**
2. A **Bachelor's Degree** or higher in Occupational Safety and Health or a closely related degree in an environmental science field may be substituted for **two years** of experience as described above. **(Proof of graduation showing degree awarded must be submitted to the Personnel Department.)**

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LICENSE: A valid California Class C Driver's License is required at **time of hire**. You must provide your own vehicle for which mileage will be reimbursed.

HIGHLY DESIRABLE QUALIFICATIONS: The ability to speak, read, and/or write any of the following languages: Spanish; Chinese; Cambodian; Laotian; Hmong.

HOW TO APPLY: You must complete a STANDARD EMPLOYMENT APPLICATION for this position by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do NOT complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person or FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins.

Note: Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

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SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be rejected. If you do not have any education, training, and/or experience in a requested area, write “None” for that particular question. Provide sufficient details since this information will be used to evaluate your qualifications related to this job. Describe your education, training, and/or experience related to each question; **indicate where the education, training, and/or experience was obtained** (e.g., specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed.

1. List all current CDPH lead certifications and/or Department of Occupational Safety and Health asbestos certifications you possess and AHERA accredited courses you have completed
2. Describe your experience performing lead hazard inspections and assessments. Specify the types of sampling techniques utilized and from which employer(s) this experience was gained.
3. Describe your experience preparing reports and making recommendations for lead mitigation measures. Specify from which employer(s) this experience was gained.
4. Describe your qualifications in developing project specifications for interim and permanent lead abatement projects you have designed. Specify the type of specifications you designed (i.e., performance, etc.), the type of materials you identified to be abated in the specifications. Describe your most complex design.
5. Describe your management and/or monitoring experience for lead abatement projects. Specify your responsibilities, type of abatement work and from which employer(s) this experience was gained.
6. Describe your experience developing training programs and/or performing as a training instructor with lead and/or asbestos subject matter. Specify from which employer(s) this experience was gained.
7. Describe your qualifications in performing asbestos inspections, assessments, bulk sampling, and management planning. Specify the inspection methods utilized, the codes and regulations involved and from which employer(s) this experience was gained.
8. Describe your experience preparing reports and making recommendations for asbestos mitigation measures. Specify from which employer(s) this experience was gained.
9. Describe your qualifications in developing project specifications for asbestos abatement work. Specify the type of specifications you designed (i.e., performance, etc.), the type of materials you identified to be abated in the specifications. Describe your most complex design.
10. Describe your experience as a project manager for asbestos abatement projects. Specify your responsibilities, type of abatement work and from which employer(s) this experience was gained.
11. Describe your experience in the administrative interpretation and enforcement of codes and ordinances in regards to lead and/or asbestos. Include your experience in conducting field inspections, investigating and resolving inquiries and complaints related to code compliance, explaining codes and ordinances to community groups/the public and collaborating with other code enforcement and regulatory agencies. Specify from which employer(s) this experience was gained.

*JEK/November 16, 2007/Asbestos and Lead Program Inspector (*Recruiting Title: Lead Safe Neighborhoods Inspector*)/Rev.6 (04-06-10)/Class 1122

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • “EXCELLENCE IN PERSONNEL SERVICES”

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER